

VACANCY NOTICE

12-48

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Senior Historic Preservation Specialist SALARY RANGE: 125A, \$46,443-\$53,832 Department or Agency Name: Historical Pres & Heritage Comm Division/Section/Unit: RIHPHC		CLASSIFICATION CODE: 02703401 REFERENCE POSITION NO.: 2062-10000-1-534 APPLICATION PERIOD: 6/4/15-6/12/15 or until filled	
	Assignment(s) / Comments: Shift and Days: 1st (Monday-Friday) Restrictions/Limitations: Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u> Name of Bargaining Unit Union: There is _____ is not <u>X</u> a Civil Service List for this position		Job Location: Old State House, 150 Benefit St., Providence See A/B or Both for Specific Instructions	
General Information to Candidate	NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.			
	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 			
Statement of Duties	DUTIES / RESPONSIBILITIES: See attached			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: See attached			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Joyce Gervasio, CFO RI Historical Preservation & Heritage C Old State House 150 Benefit Street Providence, RI 02903 Telephone #: (401) 222-4136 TTY/TDD #: 711 (Telecommunication Device for the Deaf) Email: joanna.doherty@preservation.ri.gov			



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House - 150 Benefit Street - Providence, RI 02903

Telephone 401-222-2678 Fax 401-222-2968

Website www.preservation.ri.gov

Position Available: Senior Historic Preservation Specialist

Salary Range: \$46,443 - \$53,832

Reply to: Ms. Joyce E. Gervasio, Chief Financial Officer

RI Historical Preservation & Heritage Commission

150 Benefit Street, Providence, RI 02903

Joyce.gervasio@preservation.ri.gov

Application Period: June 4, 2015 to June 12, 2015 or until filled

Description of Duties and Requirements:

The Senior Historic Preservation Specialist performs studies and analyses data to identify, document, and evaluate historically significant properties. This information is applied to several important programs administered by RIHPHC, including historic buildings survey, National Register of Historic Places, project review, historic rehabilitation tax credit review, grants and planning assistance, and public information. This position performs functions mandated by the National Historic Preservation Act and must meet National Park Service professional qualifications requirements.

The Senior Historic Preservation Specialist reviews state and federal projects that affect historic resources. The review is conducted in accordance with complex federal and state laws and regulations. Much of the work is performed by the position, but it also coordinates the work of other RIHPHC professional staff and collaborates with professional staff of other government agencies to provide technical assistance on methods and measures to avoid, minimize, or mitigate unavoidable adverse effects to historic resources. The position meets with property owners, government officials, and interested citizens to provide information about RIHPHC's regulatory process.

The Senior Historic Preservation Specialist works with the Principal Historic Preservation Specialist under the supervision of the Deputy Director. The position performs studies of historic properties, including research in archives

and local records, site visits and field work, and the preparation of written identification and evaluation reports with associated photographic documentation. An important work product is a properly documented nomination to the National Register of Historic Places that meets National Park Service standards. The work may also include initial identification and preliminary evaluation of historic properties, review and editing of National Register nominations prepared by others, and field survey and documentation of large geographic areas.

The Senior Historic Preservation Specialist must meet National Park Service professional requirements for architectural historian or historian, and must meet the requirements of the Rhode Island specification for a Senior Historic Preservation Specialist. He or she should possess a Graduate Degree in American architectural history or American history or a closely related field; and have previous experience working as an architectural historian or historian related to historic preservation. The Senior Historic Preservation Specialist should have a working knowledge of the principles and practices of historic preservation planning, data sources, the National Register of Historic Places and methods of analysis as they relate to project review and the ability to apply such knowledge in the performance of difficult and complex professional historic preservation planning work.

RIHPHC program responsibilities include protection of Rhode Island's many significant historic properties through Federal Section 106 review and Rhode Island state review and comment on public undertakings that may impact historic resources. In addition, RIHPHC administers historic rehabilitation tax credits and grants for historic restoration and planning projects, and provides a wide range of information to the public. Professional and timely identification and evaluation of historic properties are critical to approval of the projects of other state and federal agencies, municipalities, and property owners.

The Senior Historic Preservation Specialist works in collaboration with other members of the RIHPHC professional staff. He or she maintains professional relationships with other agencies' professional staff, public historians, and local historic preservation organizations.

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of historic preservation planning, data sources, and methods of analysis as they relate to Architectural History and History and the ability to apply such knowledge in the performance of difficult and complex professional historic preservation planning work; a working knowledge of the methods and procedures required in order to carry out the relevant programs of

historic preservation planning such as: National Register of Historic Places, project review, grants, technical preservation services, survey, public information, and/or curation of state-owned historic properties; the ability to use standard technical procedures and established methodology; the ability to identify appropriate procedures developed by others test them and use them under varying circumstances; the ability to use field work, historical archives, maps, charts, aerial photographs, and similar materials to obtain or verify information; the ability to understand and carry out complex oral and written instructions; the ability to supervise and review the activities of professional, technical and clerical personnel; the ability to establish and maintain effective working relationships with federal, state, local, private and public agencies, organizations and individuals; the ability to write effectively and to make oral presentations; the ability to engage in field work activities requiring physical stamina; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Graduate Degree in Architectural History or American History (or a closely related field); and

Experience: Such as may have been gained through: employment as a Historic Preservation Specialist in the field of Architectural History or American History; or, employment in a responsible position in a federal, state, municipal or public or private agency or organization involving the performance of professional work in the field of historic preservation planning related to Architectural History or American History.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

In addition, the following knowledge, expertise, and experience is desirable.

- Knowledge of the architecture and history of Rhode Island and ability to identify and describe examples of specific property types
- Experience conducting research using local records including deed histories and historical maps
- Solid understanding of federal and state historic preservation laws, regulations, standards, and guidelines

- Ability to work cooperatively and successfully with representatives of other government agencies, property owners, developers, and the public
- Excellent writing, oral communication and photography skills
- Ability to work independently and as a member of a team

Strong preference will be given to candidates who meet the position requirements and who also have a working knowledge of the functions and applications of Geographic Information Systems, including the experience/ability to perform a variety of technical functions in a Geographic Information System program, such as designing, creating, maintaining or revising digital maps, database information and applications, and preparing reports.